



Façade Improvement Program Guidelines and Requirements

Applications Due Friday, September 5th 2025 to PRG PO BOX 298 Punxsutawney PA 15767

Eligibility:

*The Punxsutawney Revitalization Group Façade Improvement Program is open to owners and leaseholders of **commercial** buildings (with signed approval by owners) within the borough of Punxsutawney.*

Program Scope:

The program could **reimburse 50% of the cost or up to \$1000** for approved façade improvements to the exterior “public” face of the building. Eligible improvements are exterior wall murals, painting, resurfacing (new exterior materials), architectural elements, awnings, windows, and signage. *Improvements already completed are not eligible. Project must not begin until approval is received. **All work under this grant award must be completed and paperwork must be submitted by June 30, 2026, no extensions for any reason will be permitted.***

Requirements of the Program:

1) Application for Facade Improvement Program

A completed one-page application (attached) is required. The application packet must also include a design plan, cost estimates, materials list, and a paragraph describing the work to be completed. Applications should be submitted to PRG no later than Friday, September 5th 2025.

2) Design plan and cost estimate

Improvements must be consistent with the style and era of the building and must meet borough code regulations. A detailed design plan, which includes a paragraph detailing the scope of the work to be performed, material list, and paint samples, must be submitted for approval by PRIDE. A detailed estimate of the project costs must also be submitted.

3) Inspection Acceptance

If awarded, all work on the project must be completed by the date stated in the notification of the grant award. PRG will review completed work to assure standards have been met prior to reimbursement. PRG will also contact the borough’s code enforcement department to be sure the project is in compliance.

4) Reimbursement

Upon approval of completed work, submission of paid invoices and close out report, PRG will reimburse the following: **Up to 50% of approved façade improvement labor and materials with a maximum grant award of \$1000 per improvement project.**

For use by PRG only:

Date received _____ Approved _____ Not approved _____ Date _____



Façade Improvement Program Application

Applications due to Friday, September 5th 2025

Your complete application package should include this page **plus** the following items:

1) design plan 2) cost estimates from a legitimate contractor 3)materials list 4) a paragraph describing the work to be completed. 5)estimated completion date for the project

Applicant's name: _____

Applicant's mailing address: _____

Applicant's phone number: _____

Business name: _____

Property address: _____

Business phone #: _____

Building owner's name: _____

Building owner's phone #: _____

Name of contractor or person in charge of the project and phone #:

List the required permits or insurance that you must obtain before starting work:

I have read and understand PRG's Façade Improvement Program Guidelines and Requirements and I have provided all of the information about the project that is required. I understand that failure to meet the Guidelines and Requirements or failure to provide all of the necessary project information may result in the disqualification of my application. I understand that a limited number of applications will receive grants.

Applicant's signature

Date

Building owner's signature

Date

For use by PRG only:

Date received _____ Approved _____ Not approved _____ Date _____